



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5050.3G(HDQ)  
N6/002  
10 APR 08

COMNAVCRUITCOM INSTRUCTION 5050.3G(HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: OPERATING PROCEDURES FOR COMNAVCRUITCOM HEADQUARTERS  
CONFERENCE ROOMS

Encl: (1) Conference Room Checklist

1. Purpose. To issue revised guidance on the operation and maintenance of the COMNAVCRUITCOM Headquarters Conference Rooms.

2. Cancellation. COMNAVCRUITCOM Instruction 5050.3F (HDQ).

3. Background. The Headquarters conference rooms provide a suitable environment to personnel for briefings and meetings. The Commander's and Deputy Commander's requirements take precedence over all others.

4. Action. Adherence to the following provisions is required to ensure smooth operation of the conference rooms:

a. Reservation requests shall only be made to the following individuals:

(1) Deputy Commander's Secretary

(2) Flag Secretary

(3) Flag Writer

(4) Conference Room/VTC Technician (N6125)

b. When scheduling events, all Departments will provide a Point of Contact (POC). The POC will sign the Conference Room Checklist before and after their event. The POC will inspect the conference room and report any discrepancies or equipment malfunctions to N6/N4.

10 APR 08

c. For scheduled events requiring the use of the Audio Visual/Teleconferencing Equipment, the Departmental POC will provide the POC and phone number of the activity scheduled for the teleconference.

d. The Departmental POC will accept responsibility for the initial setup of the conference room(s) as it pertains to the needs of the scheduled event by use of enclosure (1).

e. No food or beverage set-up is permitted in the conference rooms. All food or beverage set-ups will be in the passageway outside of the conference room being used for the event.

f. The Departmental POC will ensure that the conference room(s) is/are left in the same condition that existed before the event. This includes configuration of the tables and chairs, cleanliness, trash disposal, etc. as outlined on enclosure (1).

5. Responsibility. N4 has the overall responsibility for the conference rooms and N6125 is accountable for the equipment including equipment operation and maintenance. The presenting Departmental POC is responsible for operating the equipment.

/s/

JERRY R. ANDERSON

By direction

Distribution:

Electronic only, via Recruiting Quarterdeck Web site

<https://rq.cnrc.navy.mil>

10 APR 08

Conference Room Checklist

Department requesting Conference Room: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Departmental Point of Contact: \_\_\_\_\_  
(Name, Code)

Point of Contact Telephone Number: \_\_\_\_\_

Conference Room: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Equipment/Support Needed: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Departmental POC)

\_\_\_\_\_  
(Date Requested)

The following items need to be left in the same condition that existed before the scheduled event. There will be no food or beverage set-ups permitted in the conference rooms.

Configuration of tables and chairs: \_\_\_\_\_  
(Initials)

Cleanliness of the conference room: \_\_\_\_\_  
(Initials)

Trash disposal: \_\_\_\_\_  
(Initials)

I certify that the above conference room has been returned to the same condition that existed before my event.

\_\_\_\_\_  
(Signature of Departmental POC)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Releasing Individual)

\_\_\_\_\_  
(Date Released)